

ORDINANCE NO. 2014-18

Amend the Personnel Ordinance to conform to the practice of Holidays for employees working a non-traditional work schedule

Executive Summary

Section HR0645, Holidays, addresses holidays for employees working a regular five 8-hour day workweek schedule. However, there are individual employees or groups of employees throughout the County who have been approved to work a more flexible or different schedule, including a four-10-hour day workweek schedule. When scheduled to work atypical hours during the week of a holiday, employees will either revert back to a five 8-hour day workweek schedule for that week or continue with their scheduled hours and use other accrued time, in addition to the eight hours of paid holiday, to equal their normal scheduled hours. In addition, if the holiday falls on the employee's regularly scheduled day off, the practice has been to take either the day before or the day after the holiday as the paid holiday. The proposed amendment would authorize the supervisor to pre-approve how the holiday will be paid for employees with an atypical schedule so as to best meet the needs of the department and establish a uniform and fair procedure for scheduling employees' holidays.

WHEREAS, Personnel Ordinance, Section HR0645, Holidays, does not address holiday pay for employees with an atypical work schedule, and

WHEREAS, the Human Resources Committee recommends that the employee's immediate supervisor be authorized to adjust the employee's regular workweek schedule for the week while still meeting the needs of the department.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0645, Holidays, of the Personnel Ordinance shall be amended as follows:

HR0645 HOLIDAYS.

- D. When a paid holiday falls on Saturday, the ~~next~~ preceding Friday shall become the paid holiday. When a paid holiday falls on Sunday, the next following Monday shall become the paid holiday. When December 24 is on Friday, the December 25 holiday shall be December 27. When December 24 is on Sunday, the holiday shall be December 26. [renumbered 12/13/11, ord. 2011-21] When an employee, or a group of employees, works a schedule other than 8 hours per day (i.e. four 10-hour days) the employee may use 8 hours of holiday and substitute 2 hours of other accrued time such as vacation or compensatory time or revert back to a five 8-hour

days work week with prior supervisor approval. If the holiday falls on Monday, Tuesday, Wednesday or Thursday and is the employee's scheduled day off, the next following work day shall become the paid holiday. If the holiday falls on Friday and is the employee's scheduled day off, the preceding work day shall become the paid holiday.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: No fiscal impact.

Adopted by the Jefferson County Board of Supervisors this 11th day of August 2014.

s/Jim Schroeder

Jim Schroeder

Chair

ATTEST:

s/Barbara A. Frank

Barbara A. Frank, County Clerk

Published this 14th day of August 2014.

Ayes: voice vote Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:

Human Resources Committee

08-11-14

Terri M. Palm: 07-10-14; 07-22-14

J. Blair Ward: 07-17-14

APPROVED: Administrator: BW; Corp. Counsel: JBW; Finance Director: BL